



Student Examination Rules Years 11-12

Students must ensure they have examined and understand the timetable provided and know the correct examination room, starting time and duration for each examination. You **must** arrive at least 10 minutes prior to the start of the examination.

- Only school approved calculators are permitted. Bring pens/pencils in a clear case. No pencil cases are permitted in the examination room.
- Ensure that your mobile phone is switched off and placed at the front of the examination room.
- Ensure your smart watch is placed at the front of the examination room.
- Sit in the examination room where the supervising teacher places you.
- Do not speak to anyone in the examination room. Do not turn around or seek to attract the attention of others in the examination room.
- Do not eat or drink, apart from bottled water in a clear bottle, which is allowed in the examination room.
- Do not ask the supervisor to explain words or questions. They can only assist if you believe there is an error in the paper.
- You will not be permitted to leave the examination room early.
- Move quickly and quietly into and out of the examination room. Remember others are doing examinations too and may have already commenced or may not have completed their examination.
- Ensure that all parts of your paper are returned to the supervisor at the conclusion of the examination.
- Do not leave any material in the room, either at the end of an examination or after a private study period.
- You may be permitted to listen to appropriate music using your iPad only (no phones allowed) during silent study periods at the discretion of the teacher/supervisor.

Student Attendance Years 11-12

- During the examination period Years 11 and 12 students are only expected to be at school if they have examinations scheduled for that day. In the instance that students have more than one examination in one day, students are not permitted to leave the campus between examinations.
- Students who wish to leave the campus immediately after their examinations are completed for that day must sign out on the roll provided in the examination room.
- Students who remain at school after a morning examination will be able to go to the IRC, the Café, the Cafeteria or the lawn area between the IRC and the Administration Centre.
- If a student remains on campus after their only scheduled examination for the day has been completed, but they leave prior to 2.00pm, they MUST sign out at the Heads of School Office on the Examination Attendance Sheet (separate to the Sign Out Book).
- If a student arrives at school more than half an hour before the scheduled start of an examination (with the exception of the first examination for the day), they MUST sign in at the Heads of School Office on the Examination Attendance Sheet. Students who arrive within half an hour of the scheduled start of an examination will have their names marked off on the Examination Roll.
- Students who come into school on a day where they do not have an examination MUST sign in and out at the Heads of School Office and MUST be in full School Uniform. Normal driving rules apply.
- If you are absent on the day of your exam, please notify the Head of Senior School or the Dean of Studies. You will need to obtain a Medical Certificate and lodge this with an Illness/Misadventure form.
- If you are late for an examination, please notify the Head of Senior School or the Dean of Studies. Students who are late will not usually be permitted to have the time of their examination extended.



Yours sincerely

Kylie Elling
Dean of Studies K-12